

General Services Administration
FEDERAL CIVILIAN AGENCIES FREIGHT COMMITTEE
Meeting Minutes
March 13, 2001
Washington, DC

Attendees:

Allen, John, USPS	Eckroth, Sharon, GSA	McDonald, Bob, NCUA
Allison, Elizabeth, GSA	Edwards, Tara, GSA	Miliner, Derrick, GSA
Arthur, Lexine, GSA	Estep, Patricia, BBG	Mooney, Michael, GPO
Asbury, Phil, USPS	Fitzgerald, Jim, GSA	Norvell, Melody, IRS
Bachiller, Corinne, GSA	Fowler, Sharon, GSA	O'Grady, Pat, GSA
Baranski, Larry, FAA	Gaither, Beatrice, SSA	Paige, Charles, VA
Bardwell, William, VA	Graige, Donna, GSA	Papier, Joel, NIH
Barnett, Bruce, FEMA	Green, Clint, NASA	Pate, Constance, GSA
Beaudoin, Rita, NLRB	Gregerson, Eric, GSA	Plotkin, Elaine, USDA
Bennett, Robyn, GSA	Hawkins, Diane, GSA	Prather, DeSherryl, VA
Blue, Velvet, GSA	Hawkins, James, NASA	Price, Ray, GSA
Booker, Christopher, DOJ	Hill, Charles, NOAA	Purdy, Gorman, GSA
Braxton, Eva, GPO	Hodges, Ed, GSA	Romano, Lisa, GSA
Broadwater, Linda, BPO/FPI	Hoffman, Dick, GSA	Roque, Luis, DOS
Brown, Betty, GSA	Hood, Valerie, NIH	Satterthwaite, Marlene, NASA
Brown, Danita, SSA	Jackson, James, VA	Schneider, Steve, NIH
Browne, Debra, DOJ/DEA	Jacobs, Blaine, GSA	Simon, Bert, USCG
Cephas, Adrienne, SSA	Johnson, Renee, GSA	Stone, Essie, GPO
Christ, Jim, USCG	Jones, Doug, FBI	Stone, Kay, USGS
Clark, Betty, DOJ	Jones, Elise, GPO	Taylor, Alan, GSA
Clayton, Robert, GSA	Jones, Gracie, GSA	Tucker, Larry, GSA
Cohens, Zilphy, GPO	Kelliher, Ed, GSA	Washington, Darrell, USGS
Cole, Sharon, GPO	Kepple, Joe, VA	Whitson, James, NARA
Darter, Bill, GSA	Loewner, Rocky, FEMA	Wilson, Harry, GPO
Davis, Judy, FMC	Mankin, Gary, FAA	Woodland, Patricia, NARA
Delmonico, Tauna, GSA	Mathney, Rickey, EPA	Woods, Angela, GPO
Denny, Marlene, GPO	McCray, Roland, DOJ	Wright, Veral, INS

Dick Hoffman, GSA, Travel and Transportation Management Division, served as meeting facilitator and introduced Joseph Jeu, Assistant Commissioner, GSA, Office of Transportation & Property Management. Mr. Jeu opened the meeting at 8:10 a.m. and welcomed attendees.

Following Mr. Jeu's remarks, Tauna Delmonico, Director, GSA, Travel and Transportation Management Division, Washington, DC greeted attendees and spoke briefly about her 2 ½ year affiliation with GSA.

Dick Hoffman then addressed several administrative items; briefly went over the agenda subjects for the remainder of the meeting; and introduced the following topics/presenters:

Discussion of Existing Interagency Traffic Management System (ITMS), Including New Fuel Surcharge Policy--Robyn Bennett, Transportation Management Specialist, GSA Region 6, Kansas City, MO

Ms. Bennett informed attendees that Cindy Schardt, who was scheduled to speak about GSA's new fuel surcharge policy, was ill and not able to attend the meeting. Ms. Bennett therefore included both ITMS and the fuel surcharge policy in her discussion of GSA's Freight Management Program.

- GSA's Web Site is <http://www.r6.gsa.gov/fss/fsstt/>
- Accessorial items contained in the Standard Tender of Service (STOS) National Rules Tender 100-D have not changed since June 1991 and GSA is seeking customer comments on changes needed.
- A new fuel related general rate adjustment will become effective May 1, 2001.
- Request for Offers (RFO's) are issued twice a year under the STOS; rates become effective on May 1st and November 1st of each year.
- Standing Route Orders (SRO's) are either alternating or non-alternating. Anyone interested in an SRO should contact the National Account Manager to discuss your needs.
- The preferred browser for viewing ITMS is Explorer 4.0 or higher.
- If your agency has signed a "funding agreement" with GSA, you will have a user ID and password that will allow you to access ITMS.
- Both HHG's and freight rates are accessible under ITMS.
- ITMS freight queries show 43 available accessorial services on a drop down menu. GSA is requesting comments on any changes that need to be made to these services.
- There is a "freight reports wizard" that allows agencies to tailor reports to their needs.
- GSA recently adopted ALK Associate's mileage program which will be integrated into ITMS in the near future.

For more details on the above topics, see Attachment 2.

Future of GSA's Freight Program--Dick Hoffman, Program Expert, GSA Transportation Programs Branch, Washington, DC

Mr. Hoffman spoke about GSA's efforts to significantly improve ITMS. The ultimate goal of our improved system will be to:

- (1) Provide a complete seamless "end-to-end" web-enabled transportation solution;

(2) Allow customers/vendors to manage all transportation transactions in real time from initiation of a shipping request to final delivery, including payment and claims settlement via the Internet; and

(3) Be flexible enough to allow choices for GSA's customers as well as provide capability for some customization;

GSA has targeted the following requirements for the new system:

- A transportation Management Services Solution (TMSS) that will totally integrate (within an electronic environment) the full composite of transactions required in shipping freight and household goods (including privately owned vehicles and unaccompanied baggage) from generation of a cost comparison for use in selecting a transportation services provider to payment (and prepayment audit) of transportation charges and the furnishing of agency and transportation services provider required reports. The new system will include at a minimum the following functions:

- (1) Ability to collect transportation rates for services solicited from vendors.
- (2) Ability to provide cost comparisons to customers that require transportation services.
- (3) Ability to book transportation services on-line.
- (4) Ability to electronically generate a bill of lading which can be printed out in hard copy.
- (5) Ability to track the status of services requested and provided, including tracking and tracing of shipments in transit and proof of delivery.
- (6) Ability to pay for services on-line.
- (7) Ability to resolve services and billing disputes on-line.
- (8) Ability to electronically file and settle loss and damage claims.
- (9) Ability to perform prepayment and post payment auditing of transportation services, or the ability to provide data to separate systems that perform audit functions.
- (10) Ability to provide data analysis through on-line or batch queries and to provide reports.

For more details on this topic, see Attachment 3.

Elimination of and Alternatives to the SF 1103 Paper Form GBL--Sharon Eckroth, Director, Travel and Transportation Management Division, GSA Region 9, San Francisco, CA and Elizabeth Allison, Program Analyst/Team Leader, GSA Transportation Management Policy Division, Office of Governmentwide Policy, Washington, DC

Ms. Eckroth and Ms. Allison spoke on the fast approaching September 30, 2001 deadline when agencies no longer will be able to use the paper form SF1103, Government Bill of Lading, for domestic shipments. They discussed the need to protect the Government's interests and the requirements for accountability and tracking.

For more details on this topic, see Attachment 4.

Briefing on Efforts to Revise Optional Form 280--Tony Cicala, Traffic Management Specialist, GSA Region 3, Washington, DC

Mr. Cicala briefed attendees on GSA's efforts to revise Optional Form 280, which traditionally has been used by the transportation services provider industry and non-DOD agencies for the offer and acceptance of transportation services. Primary changes involve elimination of out-dated terms and updating the form up to reflect current conditions.

For more details on this topic, see Attachment 5.

Prepayment Audit of Transportation Documents, and Use of Government Contractor-issued Charge Cards When Paying for Authorized Transportation Services--Jim Fitzgerald, Director, GSA Audit Division, Washington, DC

Mr. Fitzgerald spoke about the requirement for agencies to perform a prepayment audit of all transportation documents and how agencies can effectively use Government contractor-issued charge cards to pay for authorized transportation charges. Mr. Fitzgerald advised that GSA has 3 years after transportation charges are paid on a bill of lading to perform an audit and issue an overcharge if warranted. He reported that GSA issued \$30 million in postpayment overcharges for CY 1999.

For more details on this topic, see Attachment 6.

GSA Expo 2001--Corinne Bachiller, Program Analyst, GSA Program Promotion and Education Branch, Washington, DC

Ms. Bachiller presented information about GSA's upcoming EXPO 2001 in Orlando, FL, May 22-24, 2001. A variety of transportation workshops of interest to Federal agencies will be presented during the 3-day event.

For more details on this topic, refer to GSA's Web Site at: <http://www.fss.gsa.gov/> or call 1-888-272-5565.

New Transportation Management Regulations: FMR 102-117 & 118--Ted Bembenek, Director, GSA Transportation Management Policy Division, Office of Governmentwide Policy, Washington, DC

Mr. Bembenek discussed two new regulations: FMR 102-117 and FMR 102-118, both of which became effective last year and provide agencies greater flexibility in making their transportation decisions. The regulations emphasize guiding principles and allow transportation managers to choose the services they need. Mr. Bembenek extended an open invitation for anyone interested to attend a Governmentwide Transportation Policy Council meeting on March 22nd at the GSA auditorium, 18th and F Streets. NW, Washington, DC.

For more details on this topic, see Attachment 7.

Discussion of New Domestic Express Delivery Services Contract--Alan Taylor, Contract Specialist, GSA Office of Acquisition Services Acquisition Center, Washington, DC

Mr. Taylor discussed the upcoming transition period from the current Domestic Express Small Package Contract awarded to Federal Express (scheduled to expire on August 15th 2001) to a new multiple award Domestic Express Delivery Services contract scheduled to become effective on August 16th, 2001. Agencies will be able to select the contractor(s) that best meets their needs.

For more details on this topic, see Attachment 8.

Following Mr. Taylor's presentation, Dick Hoffman opened the floor to questions from the audience. Following the question and answer period, the meeting was adjourned at approximately 11:30 a.m.

For a summary of the questions and answers that followed the presentations, see Attachment 9.

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